



Staff Use Only: Received on \_\_\_\_\_ by \_\_\_\_\_

## Summer Youth Employment Program Application



Carefully read the program requirements and follow the instructions. Please print clearly.  
Application Packet must include a reference letter, family income worksheet, and required documents from the checklist on page 6. Late applications **will not** be accepted.  
Applications must be submitted or postmarked by 5pm on March 31, 2016.

### General Information

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_ City **Surprise** Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ Cell Phone \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ Preferred method of contact \_\_\_\_\_

Valid Email Address for Applicant \_\_\_\_\_

Valid Email Address for Parent/Guardian \_\_\_\_\_

Sex: ☐ Male ☐ Female Age \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Current grade \_\_\_\_\_ School \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Daytime phone \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Have you participated in the SYEP Program before? ☐ Yes ☐ No

*Final participants will receive a SYEP shirt.*

Please indicate your shirt size (adult sizes): ☐ S ☐ M ☐ L ☐ XL ☐ XXL ☐ XXXL

### Work Experience and Interests

*Please make sure this section is filled out to the best of your ability. This information will help us in our efforts to find you a job you will enjoy and will provide you with the best experience possible. (attach resume if necessary)*

If you have worked before, please describe your two most recent jobs:

1. Where? \_\_\_\_\_ When? \_\_\_\_\_

2. Where? \_\_\_\_\_ When? \_\_\_\_\_

List any clubs, groups, or volunteer positions you have participated in the past two years.

\_\_\_\_\_  
\_\_\_\_\_





Do you have any special skills, interests or hobbies you would be interested in using at your summer job?

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## What City departments interest you?

From the following list, please check any that apply: (Refer to [www.surpriseaz.gov](http://www.surpriseaz.gov) for more information on city departments)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Accounting Firm                     | <input type="checkbox"/> Fire Department               | <input type="checkbox"/> Economic Development                      |
| <input type="checkbox"/> Aquatic Center                      | <input type="checkbox"/> Doctor's Office               | <input type="checkbox"/> Development Services                      |
| <input type="checkbox"/> City Council                        | <input type="checkbox"/> City Court                    | <input type="checkbox"/> Neighborhood Services                     |
| <input type="checkbox"/> City Cafe                           | <input type="checkbox"/> Building Safety               | <input type="checkbox"/> Small Business (TechCelerator) Vet Office |
| <input type="checkbox"/> Senior Center                       | <input type="checkbox"/> Dental Office                 | <input type="checkbox"/> Public Works Facilities Maintenance       |
| <input type="checkbox"/> Recreational Summer Camp            | <input type="checkbox"/> Public Works Administration   | <input type="checkbox"/> Law Office                                |
| <input type="checkbox"/> Finance Administration              | <input type="checkbox"/> Public Works Field Operations | <input type="checkbox"/> Vet Office                                |
| <input type="checkbox"/> Finance Purchasing                  | <input type="checkbox"/> Public Works Fleet Services   |  |
| <input type="checkbox"/> Human Resources                     | <input type="checkbox"/> Public Works Customer Service |  |
| <input type="checkbox"/> Public Works Engineering Law Office |  |  |

## Please indicate your top 4 department choices:

1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_

## What would a day at your ideal job look like?

Please answer the questions below:

Circle **one** of the following:

- |    |                                |                               |                                      |
|----|--------------------------------|-------------------------------|--------------------------------------|
| 1. | Working outdoors               | Working in an office          | Both indoors and outdoors            |
| 2. | It's o.k. to get dirty at work | I must stay clean at work     | I can roll up my sleeves when needed |
| 3. | Some repetition is ok          | Every day has to be different | Every day should be the same         |





Circle **three** of the following:

- 4.
- |                               |                              |                          |
|-------------------------------|------------------------------|--------------------------|
| Working on a team             | Working with the public      | Working in public safety |
| Helping others                | Working with machinery       | Working with technology  |
| Working with kids             | Working with Senior Citizens | Working on phones        |
| Working in construction       | Working in a courtroom       | Working with my hands    |
| Working on logistics/planning | Working in an office         |                          |

## Describe your ideal job:

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## Are there any special comments you'd like to add?

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## Availability

Are you available to work May 30th through July 29th, 2016? \_\_\_\_\_

Do you plan on going on any trips or vacations during this time? \_\_\_\_\_

Indicate your available hours:

Mon \_\_\_\_\_ to \_\_\_\_\_ Wed \_\_\_\_\_ to \_\_\_\_\_ Fri \_\_\_\_\_ to \_\_\_\_\_

Tues \_\_\_\_\_ to \_\_\_\_\_ Thurs \_\_\_\_\_ to \_\_\_\_\_ Sat \_\_\_\_\_ to \_\_\_\_\_

Are you legally authorized to work in the U.S.? \_\_\_\_\_

Do you have access to reliable transportation? \_\_\_\_\_

## Reference

*Please attach a letter of reference from your high school teacher, counselor, or other non-related adult, explaining why you should be selected for the Summer Youth Employment Program. If you are unable to attach this letter to your application before the deadline, it will be due at the time of your interview (if selected).*



Name of Reference \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

## Authorization

*I hereby certify that the information on this application is correct to the best of my knowledge.*

*Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_*

*I hereby certify that the applicant listed above is a resident of the City of Surprise and has my permission to participate in all activities associated with the Summer Youth Employment Program. I also give my permission for images of my child to appear in city publications or program-related media accounts, including print, video and internet publications.*

*Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_*



## SYEP Family Income Worksheet

Name of SYEP Applicant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Household Member	Age	Income Source (examples: wages, social security, unemployment)	Full Time Student?	Monthly Gross Income
TOTAL # OF HOUSEHOLD MEMBERS: _____			TOTAL GROSS (before taxes) MONTHLY INCOME: _____	
			X 12 = GROSS ANNUAL INCOME: _____	

- FY2016 Income Limits**

The publication of HUD's FY 2016 programmatic Income Limits will occur following the publication of [2016 poverty guidelines issued by the Department of Health and Human Services \(HHS\)](#). The 2014 Consolidated Appropriations Act defines extremely low-income families as very low-income families whose income does not exceed the greater of the federal poverty guidelines as published by HHS or 30 percent of area median family income. HUD anticipates that the FY 2016 Income Limits will be published in March, 2016.

*Any person who knowingly makes a false statement or a misrepresentation on an application will automatically be ineligible for the program.*

I, \_\_\_\_\_ certify that all listed information is true and correct.  
(Print Name)

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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MEDIAN INCOME:

PERCENT OF MEDIAN INCOME: \_\_\_\_\_ %

SOURCE OF VERIFICATION: \_\_\_\_\_

INCOME VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



## Summer Youth Employment Program 2016 Required Documents Checklist

In order to be eligible for the Summer Youth Employment Program you must provide proof of age, residence, family income, and permission to work in the United States.

You must submit **copies** of one (1) item from categories 1-5 listed below as it applies to you. Note that some documents may satisfy more than one category (e.g. U.S. Birth Certificate or current U.S. Passport for categories 1 and 3)

**1. Proof of AGE (15-19 by May 30<sup>th</sup>, 2016)**

- ☐ Birth Certificate OR
- ☐ AZ State Issued License OR
- ☐ Valid U.S. Passport

**2. Social Security Number**

- ☐ Social Security Card (**ONLY if hired**)

**3. Proof of Citizenship/Alien Status**

- ☐ Valid U.S. Passport OR
- ☐ U.S. Birth Certificate OR
- ☐ Alien Registration Card

**4. Proof of RESIDENCE in Surprise, AZ** (Dated within the last 6 months)

- ☐ Home Utility Bill OR
- ☐ Current Lease OR
- ☐ Official Mail from a Federal, State or City Agency

**5. Proof of Family INCOME** (Dated within the last 6 months)

If Supported by Public Assistance

- ☐ Current EBT Card (with parent/guardian name) AND a recent store receipt OR
- ☐ Current Benefit Letter OR
- ☐ Official Letter from Social Services (Must include applicant's name, Benefit # and date)  
OR

If Not Supported by Public Assistance

- ☐ Two (2) consecutive pay stubs dated within the last 6 months (*Must include payee name, and gross income*) OR
- ☐ 2015 W-2 form and one (1) pay stub dated within the last 6 months OR
- ☐ Current Pension Award Letter OR
- ☐ Current SSA Award Letter OR
- ☐ Current Unemployment Benefit Document OR
- ☐ If self-employed, 2015 Tax Return including Schedule "C" or "E" (if receiving rental income)

*If your parent or guardian does not work, please use the **Statement of No Income***



## Summer Youth Employment Program

### Statement of No Income

This form is only to be completed by a parent or guardian who presently earns no income.

- ☐ I, \_\_\_\_\_, hereby certify that I am not presently employed, and I do not intend to resume employment in the foreseeable future.
- ☐ I, \_\_\_\_\_, hereby certify that I am presently not employed; however, I am actively seeking employment. I agree to notify the City of Surprise immediately when I become reemployed.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

SECTION 1001 OF TITLE 18, UNITED STATES CODE PROVIDES; "WHOEVER, IN ANY MATTER WITHIN THE JURISDICTION OF ANY DEPARTMENT OR AGENCY OF THE UNITED STATES KNOWINGLY AND WILLFULLY FALSIFIES, CONSEALS OR COVERS UP BY ANY TRICK, SCHEME, OR DEVICE A MATERIAL FACT, OR MAKES ANY FALSE, FICTICIOUS OR FRAUDULENT STATEMENTS OR REPRESENTATIONS, OR MAKES OR USES ANY FALSE WRITING OR DOCUMENT KNOWING THE SAME TO CONTAIN ANY FALSE, FICTICIOUS OR FRAUDULENT STATEMENT OR ENTRY, SHALL BE FINED UNDER THIS TITLE OR IMPRISONED NOT MORE THAN FIVE YEARS, OR BOTH."